



# MASTER DIRECTIVES

## UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12  
FIRST MARINE AIRCRAFT WING, MARFORPAC  
UNIT 37150  
FPO AP 96603-7150

GruO 11100.1B

S-4

AUG 19 1998

### GROUP ORDER 11100.1B

From: Commanding Officer  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR MARINE AIRCRAFT  
GROUP 12 (MAG-12) BACHELOR ENLISTED QUARTERS (BEQ)

Ref: (a) MCASO P11103.3D  
(b) MCASO 1746.1T  
(c) MCASO 5500.4D  
(d) CG III MEF E-mail dtd 2 Jul 98

Encl: (1) Monthly Occupancy Report

Reports Required: BEQ Occupancy Report (Report Control  
Symbol EXEMPT)

1. Purpose. To promulgate command policy and regulations pertaining to the occupancy, maintenance and police of BEQ's assigned to MAG-12.
2. Cancellation. GruO 11100.1A.
3. Scope. This Order implements those provisions of references (a) through (d) that are applicable to BEQs occupied by Sergeants and below belonging to squadrons/detachments assigned to MAG-12 and summarizes them in the enclosures. This Order is not applicable to SNCO and Officer Bachelor Housing, both of which are managed by the MCAS, Iwakuni, Morale, Welfare and Recreation Department, Bachelor Housing Division.
4. Action. The MAG-12 S-4 Officer and the Commanding Officers of squadrons/detachments assigned to MAG-12 and individual Marines are responsible for carrying out the provisions of this Order.

GruO 11100.1B

5. General Responsibilities

a. Responsibilities of the MAG-12 Logistics Officer.

(1) Liaison with MCAS Iwakuni Bachelor Housing Division to assign buildings/blocks of BEQ spaces to individual squadrons/detachments.

(2) Process all work requests for BEQ repair from MAG-12 squadrons/detachments.

b. Responsibilities of the Squadron/Detachment Commanders

(1) Assign BEQ spaces to enlisted Marines and Sailors in the grade of E-1 through E-5.

(2) Ensure all billeting regulations, instructions and directives are enforced at assigned BEQs.

(3) Assign a Unit Responsible Officer (RO) in writing and provide a copy of the appointment to this Command. (The S-4 Officer and RO may be the same officer.)

(4) Assign Duty NCOs in accordance with paragraph 4 below.

(5) Publish instructions for Duty NCOs in accordance with paragraph 4 below.

(6) Designate in writing a unit representative to the BEQ Advisory Council. The representative can be accompanied by other members of the unit. Involvement by junior enlisted personnel is highly encouraged.

c. Responsibilities of the Squadron/Detachment Responsible Officer.

(1) Conduct a physical inventory of all garrison property on a quarterly basis, with the results being reported to the unit RO (Inventories may be conducted more frequently than quarterly at the discretion of the Responsible Officer).

d. Responsibilities of the Duty NCO

(1) Squadron/detachments Commanding Officers will establish a 24 hour post at each BEQ in which their assigned personnel in the grade of sergeant and below reside. This post will be continually manned by a Duty NCO and Assistant Duty NCO.

(2) Commanding Officers will set forth the duties of BEQ duty personnel in written instructions. These written instructions will cover, at a minimum, Duty NCO and Assistant Duty NCO responsibilities in each of the following areas:

- (a) Posting and relief.
- (b) Place of duty.
- (c) Maintenance of a Duty NCO log book.
- (d) Emergency response procedures.
- (e) Police of common areas and surrounding grounds.
- (f) Facility trouble calls.

6. BEQ House Rules.

a. General.

(1) No alterations or modifications shall be made to the structure of the BEQ. This includes the hanging of pictures or other decorations that may cause permanent damage to the structure or to painted surfaces.

(2) Gambling in the BEQs is prohibited.

(3) Pets are not authorized in the BEQ.

(4) Noise and music will be kept to a level so as not to disturb other residents or personnel outside the BEQ. Quiet hours will be maintained between the hours of 2200 - 0730. Additionally, common courtesy will be afforded to those BEQ residents who work mid-crew or off-shift hours at all times.

(5) Garrison Property will not be removed from designated areas or exchanged without the permission of the Unit Responsible Officer.

(6) At no time will bicycles be stored or secured at any other location than the authorized bike rack or, if desired, individual BEQ rooms. Secure bicycles in an unauthorized location, such as ladder wells will result in their being impounded by PMO. Additionally, no maintenance will be performed on bicycles in the BEQ.

(7) Personal locks are not authorized on the doors of the individual BEQ rooms. If personal locks are utilized on the individual BEQ rooms they will be removed by the Duty NCO.

(8) Each mattress will be provided with a cover at all times.

b. Barracks Entry.

(1) To ensure maximum safety, privacy and security in billeting areas, entry into barracks is limited to:

(a) The tenants.

(b) Guests of the tenant when escorted by the tenant. A guest is defined as any person, military or nonmilitary, who does not reside in the tenant's building.

(c) Military and civilian personnel when properly escorted, such as domestic workers or maintenance personnel, on authorized official business.

(2) Tenants are directly responsible for safety and conduct of their and guests and will be held accountable for any misconduct by their guests. Tenants are required to be physically present with their guests at all times within the building and are responsible for ensuring guests visitations are kept within proper standards of Marine Corps and are not disruptive to other tenants or activities. Nonmilitary guests, to include dependents, under the age of 18 will not be allowed in the barracks. All guests must provide a form of positive identification with age or date of birth. Military guests must present their AFID card.

(3) All E-3 and below tenants are required to register their guests with the duty NCO and to sign them out when they leave the building. Nonmilitary guests of the opposite gender are not permitted in the room of an E-3 or below. Commanding Officers will designate common areas for E-3 and below tenants to utilize for nonmilitary guests.

(4) All noncommissioned Officers/2nd and 3rd Class Petty Officers are required to register their guests with the Duty NCO and to sign them out when they leave the building. These NCOs have the privilege of utilizing their rooms for guest visitation by nonmilitary guests of opposite gender. Along with this privilege, the tenant is responsible for ensuring the conduct of the guest and the tenant is in keeping with the high standards of behavior and morality expected of those in our ranks. These NCOs will be particularly vigilant to ensure that E-3's and below are not present in their room while nonmilitary guest of the opposite gender are visiting.

(5) Sexual activity of any kind is strictly prohibited in the barracks.

(6) The hours of visitation will be from 1200 to 2200 hours on weekends and holidays. Visitation hours on normal duty days will commence at liberty call, but never before 1200 and will expire at 2200. When quarters are shared, the roommate has the authority to request guests to leave the room at anytime. Military guests of the same gender are permitted to stay overnight with both roommate and unit commander approval.

(7) Commanding Officers are responsible for enforcing all visitation regulations. They will ensure that a guest log, specifically formatted for monitoring guests, is maintained. Visitation will be closely monitored by frequent tours through the barracks and immediate involvement when there are indicators of potential problems. Commanding Officers will ensure appropriate authority is delegated to require a tenant to remove their guest from the barracks in order to maintain good order and discipline. All tenants are required to enforce these controls and to question all suspect persons in their barracks. Suspected unauthorized personnel are to be reported to the Duty NCO or other competent authority immediately.

7. Safety And Security.

a. Safety.

(1) Occupants of the BEQs are responsible for the fire and safety conditions of assigned BEQ rooms and storage spaces. Occupants should be constantly alert for hazardous conditions and take immediate action to correct the condition by notifying the Duty NCO. To assist in maintaining the BEQ in a fire safe condition, squadron/detachment Commanding Officers will conduct periodic BEQ room, storage and common area inspections to insure that the BEQs are being maintained in a fire safe condition. All discrepancies will be reported to the unit S-4 Officer for further disposition or corrective action.

(a) Tampering with or abuse of the fire fighting equipment or fire alarm systems is prohibited.

(b) Candles, incense or any smoldering, odor producing substances or open flames are prohibited.

(c) Possession of weapons and other dangerous items as listed below is prohibited.

1. Swords (except as used as part of the uniform or nonfunctional decorative type).

2. Stilettos, sabers, ice picks, daggers, "bolo" knives, machetes, spears and other similar instruments.

3. Knives with blades longer than six centimeters/2.36 inches in length.

4. Spring blade knives and switchblade knives.

5. Metal knuckles.

6. Trench knives or bayonets, except when carried on official duty.

7. Blackjacks, saps or any other object which is use like a club to inflict injury.

8. Explosives and fireworks.

9. Straight razors or weapons made from a razor blade.

10. Knives used for camping, hunting, diving or fishing must be registered with the Pass and Registration Section of the Provost Marshal's Office and stored in the MAG-12 Armory.

11. Firearms to include shotguns, rifles, handguns, air or gas operated bb/pellet guns and pistols. Air guns that are capable of firing a nonmetallic projectile such as cork, rubber, plastic or wood. These type of weapons must be registered with the Pass and Registration Section of the Provost Marshal's Office and stored in the MAG-12 Armory.

(c) Smoking. Smoking in BEQs is prohibited.

(d) Electrical Devices.

1. The use of multiple plugs or adapters is prohibited.

2. Overloading of electrical circuits is prohibited. Extension cords are discouraged and should be used only when absolutely necessary. Electrical cords and extension cords should be replaced when worn or frayed and should not be placed under rugs, through doorways, windows or attached to pipes or other fixtures.

3. Only the use of electrical cooking appliances that are specifically designed for use in the rooms and lounges are permitted.

b. Security.

(1) Storing personal gear and equipment in hallways or other areas not designated as BEQ storage rooms is prohibited.

(2) Prevention of theft is each BEQ resident's responsibility. Valuables shall be secured in the personal storage areas/closets provided. Personal storage areas shall be locked whenever BEQ residents are absent from their rooms.

(3) Any theft should be reported immediately to the Duty NCO, squadron Duty Officer, MAG-12 Duty Officer and to the MCAS Provost Marshals Office at 253-3222.

8. Housekeeping Standards.

a. General. Occupants of the BEQ's are responsible for the daily maintenance, cleanliness and overall policing of the BEQs.

b. Internal Police.

(1) Facilities and furnishings will be kept clean and dusted.

(2) All lockers and footlockers will be locked.

(3) All racks will be properly made. Fitted sheets and other personal bedding are authorized except for announced inspections.

(4) Gear and equipment will not be left adrift or stored under pillows.

(5) The bulkheads adjacent to the room entry door will be tagged with occupant's name, grade, SSN, work section, telephone number and NCOICs name.

(6) All decks shall be cleaned as follows:

(a) All decks shall be damp mopped using clean water. They shall be left free from scuffs, streaks, stains, films and mop strings prior to the buffing of floors.

(b) All decks will be waxed using nonskid wax and buffed.

(7) The heads shall be cleaned as follows:

(a) Shower walls/curtains and bathtubs will be cleaned to ensure all fungus, stains and streaks are removed.

(b) Commodes will be cleaned to ensure all fungus, stain and streaks are removed.



(8) Living areas shall be cleaned as follows:

(a) Remove dust from all surfaces to include tops of refrigerators, credenzas, television and stereo sets and picture frames.

(b) Windows will be streak and stain free and guide rails will be dust and debris free.

(c) Carpets will be free of dust and debris.

(9) The arrangement of furniture will be left up to the discretion of the Squadron/Detachment Commanding Officer as long as it is consistent with safety and fire prevention regulations and adequate means of egress and ventilation are provided.

(10) Nude photography, posters, paintings, drawings or otherwise offensive material will not be openly displayed in the living quarters.

c. Inspections. Squadron/Detachment Commanding Officers or their designated representatives will inspect those BEQs and grounds assigned to them for sanitation and maintenance on a weekly basis.

9. Alcohol Consumption In The BEQ.

(a) Use of alcoholic beverages must be consistent with the overriding need for military readiness, discipline and community safety. Alcohol is frequently viewed in a negative context as a result of military and/or civilian disturbances that have been linked to the misuse of alcohol. This view arises when any form of drinking occurs which goes beyond explicit compliance with the established drinking customs as set forth in reference (b), local Japanese customs, laws and policy established by this order.

(b) Clearly, the vast majority of service personnel who do not exhibit abusive tendencies while drinking are affected by the actions of the few who do. The spirit of this chapter centers around the acknowledgment that alcohol exists in our community as an authorized substance, not to be abused, but one which can be used in a responsible manner without detrimental effects.

(c) Consumption of alcohol in MAG-12 BEQs is controlled under the following conditions:

(1) Possession of alcoholic beverages is authorized for personnel who are 20 years or older residing in MAG-12 BEQ's.

(2) The limits to possession of alcoholic beverages in MAG-12 BEQs are as follows:

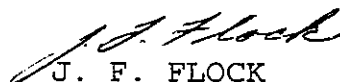
(a) E-5 and below. Each BEQ resident in the pay grade of E-5 and below may possess, in their assigned quarters, the following alcoholic beverages in the amounts indicated:

1. Beer. No more than twelve (12) twelve (12) ounce containers or a total of one hundred forty four (144) ounces of beer.

2. Wine Coolers. No more than twelve (12) twelve (12) ounce containers or a total of one hundred forty four (144) ounces of wine coolers.

NOTE: Any combination of beer and wine coolers will not exceed one hundred forty four (144) ounces. Wine, wine spirits, and distilled spirits (hard liquor) are not allowed in the BEQ.

10. Change Recommendations. Recommendations for changes to the contents of this Order are invited and should be submitted to the Commanding Officer, Marine Aircraft Group 12 (Attn: S-4 Officer) via the appropriate chain of command.

  
J. F. FLOCK

DISTRIBUTION: A

MONTHLY OCCUPANCY REPORTS

1. BEQ Occupancy Report. Squadron/Detachment Commanding Officers will submit a BEQ Occupancy Report by the first day of each month, using the following format:

11000  
Section  
Date

From: Commanding Officer, \_\_\_\_\_  
To: Commanding Officer, Marine Aircraft Group 12 (Attn: S-4)

Subj: MONTHLY OCCUPANCY REPORT; MONTH OF \_\_\_\_\_

Ref: (a) MCO P11000.18A  
(b) MCASO P11103.3D

1. Per the references, the following Occupancy Report is submitted:

<u>UNIT</u>	<u>BLDG#</u>	<u>E-1/E-3'S</u>	<u>E-4'S</u>	<u>E-5'S</u>	<u>#RMS</u>	<u>OCC'D</u>	<u>GEO BACH</u>
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COMMENTS:

2. Point of contact is \_\_\_\_\_.

\_\_\_\_\_  
By direction

ENCLOSURE (1)

